

NEWLYN PIER AND HARBOUR COMMISSIONERS

MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. WEDNESDAY 5 SEPTEMBER 2012 AT THE NEWLYN CENTRE

In attendance: Gilbert McCabe (Chairman) (GMcC)

Kevin Bennetts (KB)

Geoff Brown (GB)

Mike Collier MBE (MC) Left the meeting at 10.00 am – Returned 11.30 am

Andrew Munson (AM)

David Stevens (DS)

Elizabeth Stevenson (ES)

Also in attendance Elaine Baker, Commission Administrator (EB)

| | <u>PART A PUBLIC PARTICIPATION</u> | <u>ACTION</u> |
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| | <p>Ruth Simpson requested that Board meetings be advertised more widely throughout Newlyn. The Board noted the comments.</p> <p>James Pascoe commented on the continuing problems on the fish market, but acknowledged that some of the problems had been addressed. Mr Pascoe also commented that discussions were continuing on the formation of a new Pontoon Users' Group which would work with the Harbour Master to resolve issues.</p> <p>In response to a question from Mr Pascoe, EB gave an explanation as to the reasons why some items on the agenda were discussed in "closed" session due to the confidential nature of the business.</p> | |
| | <u>PART B – MEETING OF THE COMMISSIONERS</u> | |
| NPHC 35 | <p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Paul Corin, Rob Salvidge, George Trubody and Rob Wing.</p> | |
| NPHC 36 | <p><u>Declarations of Interest</u></p> <p>KB declared a personal interest in any items on the agenda in connection with the harbour as the owner of a boat using the harbour and a businessman on the harbour.</p> <p>AM declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.</p> | |

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| <p>NPHC 36 cont.</p> | <p>DS declared a personal interest in any items on the agenda in connection with the harbour as the owner of a boat using the harbour and as a businessman on the harbour.</p> <p>ES declared a personal interest in any items on the agenda which referred to W Stevenson & Sons Ltd in connection with the harbour & as a tenant of harbour property, as an agent operating on the fish market and as a family boat owner using the pontoons.</p> | <p>AM</p> |
| <p>NPHC 37</p> | <p><u>Minutes</u></p> <p><u>RESOLVED</u> : That the public Part 1 minutes of the meeting held on 11 July 2012, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p> | |
| <p>NPHC 38</p> | <p><u>Matters Arising</u></p> <p>On NPHC22/12, the Chairman reported that the Bankers' Forum meeting had been extremely useful and he hoped that it would prove to be beneficial to the fishing industry.</p> <p>Also on NPHC22/12, AM circulated photographs of the proposed new replacement railings from Mousehole to Fore Street, Newlyn which were to be installed by Cornwall Council highways.</p> | |
| <p>NPHC 39</p> | <p><u>Website</u></p> <p>The Board received a presentation from webfooteddesigns on the design and content of the new website.</p> <p>Stage 1 of the process, creating the design of the homepage had been completed and providing content for the site was underway. The Board was advised that the photographs at this stage were purely representational and would be replaced by new photographs as part of the contract. The main focus was to make the site as appealing as possible to both harbour users and visitors.</p> <p>There were a number of details which needed to be confirmed such as the appropriate weather feed, (to include as a minimum tide times for a month ahead) and harbour dues and contact details. The content of the site also needed to be checked. Provided there were no delays it was hoped that the new website could be launched by end of September.</p> <p>ES asked for the current status on the closure of the former website as it could still be accessed. It was <u>AGREED</u> that DH-R would be asked to respond by email. However, the Board was assured that once the new website was launched it would quickly replace the old site due to increased number of "hits" it would receive.</p> <p>The Board noted the progress made in respect of the new website.</p> | <p>AM / EB</p> <p>DH-R</p> |

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| <p>NPHC 40</p> | <p><u>Executive Report</u></p> <p>The Harbour Master gave his report on Executive Matters since the last meeting. (Copy appended to the signed minutes).</p> <p>MC also expressed his thanks to the Board for its continued support to the Fish Festival, and in particular AM and the harbour staff. Despite the extremely inclement weather MC reported that there had been no financial loss.</p> <p>The Chairman also reported that Cornwall Development Company was currently producing a report on the outcome of the public consultation event on the Strand Framework Project which he hoped would be completed by the end of September.</p> | |
| <p>NPHC 41</p> | <p><u>Finance Report</u></p> <p>The Chairman reported that for the first four months the operating accounts were showing a small surplus over expenditure. The Commission continued to operate within current financial limits. The operating finance forecast was a surplus of £47,000, which included additional investment in new fish boxes. The Commission currently did not have any cash reserves and part of the Board's strategic plan would be to secure cash reserves in the medium to long term.</p> | |
| <p>NPHC42</p> | <p><u>Strategy Document</u></p> <p>The Board received the final draft version of the Strategy Document which had been amended to take account of comments received from Commissioners and the Advisory Body.</p> <p><u>RESOLVED:</u> That the Strategy Document (as appended to the signed minutes) be approved and adopted with immediate effect.</p> | |
| <p>NPHC 43</p> | <p><u>Exclusion of the Press and Public</u></p> <p>The meeting <u>RESOLVED</u> to exclude the press and public at this point in the proceedings as matters of a confidential and personal nature were to be discussed.</p> | |

SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 5 SEPTEMBER 2012

1. Minutes (Part 2) of the Meeting held on 11 July 2012

The minutes were approved by the Board.

2. Matters Arising

The Board received an update on harbour property, staffing issues and the ice works.

3. Harbour Master Candidates – Update

The Board received an update on the recruitment process for the position of Harbour Master.

4. Strand Framework Project

The Board received a progress report following the recent public consultation event in August and timescale for the delivery of the final report to the Board.

5. Property Matters

The Board received an update on a number of property matters including new leases, the North Pier and potential engineering workspace within the harbour.

6. Finance Report

The Board received an update on a number of confidential financial issues, including the reclaim of grant monies, the preparation of the final accounts for 2011 / 12, proposed amendment to the current payment arrangements and Turner & Co. Ltd.

7. Operations / Non Harbour Issues

The Board received a progress report in respect of a number of staffing related matters.

8. Executive Report

The Board received the monthly report on confidential executive matters since the last meeting.

9. Chairman's Business

The Board discussed a number of confidential issues raised by the Chairman regarding the Executive function.

10. Any Other Business

The Board discussed issues relating to a financial contribution from agents operating on the fish market, update on the production of a report by URS regarding the electrical installation on the quays and the Fish Festival.

11. Date of Next Meeting

It was agreed that formal Board meetings would move to bi-monthly and therefore the next meeting of the Board would be held on 7 November 2012 at 9.00 a.m. in the Newlyn Centre. If necessary, the meeting scheduled for 3 October, 2012 to be used to discuss NPHC's longer term master plan.

The meeting closed at 12.00 p.m.

Chairman

7 November 2012